

**Transmittal Cover Page**  
(cover letter explaining request and list of attachments)  
(please print legibly)

What type of review are you requesting from our department?

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**Date:** \_\_\_\_\_

Person dropping off project: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Engineer's name: \_\_\_\_\_

Phone \_\_\_\_\_ Fax Number: \_\_\_\_\_  
number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**To:** (please circle intended recipient )

Barb LaSota, Cindy Furze, Tom Chisholm, Wes Shoner, Steven Borst  
Maricopa County Environmental Services Department  
Subdivision Infrastructure and Planning Program  
1001 N. Central Avenue, Suite 711  
Phoenix, AZ 85004-1940  
602-506-6675 or 602-506-1058  
Fax 602-506-5813

**Application check off list for Approval to Construct**

- ☐ Approval to Construct application
- ☐ plans signed and sealed by engineer
- ☐ water design report
- ☐ sewer design report
- ☐ sewer capacity letter
- ☐ fee - **Expedited** Yes ☐ No ☐

**Application check off list for Approval of Construction**

- ☐ Approval of Construction application
- ☐ Cover sheet of signed and sealed As-Built plans.  
(If the cover page doesn't show the subdivision lots we will need those pages)
- ☐ Test results  
(our department may need the water and sewer plans if an older project)

**Approval of Sanitary Facilities for Subdivision Certificate (aka Health Cert)**

- ☐ Sanitary Facility for Subdivision application
- ☐ Copy of the final recorded plat (please fold to 8 1/2 X 11 size)
- ☐ Fee
- \*\* If your Subdivision is in the City of Phoenix, you must also have**
- ☐ Signed copy of the water and sewer line plans that were approved/signed by the City of Phoenix
- ☐ Copy of the Certificate of ATC water and sewer line issued by City of Phoenix